

SECTION 1 - GRANT APPLICATION AND PROJECT SELECTION

PROJECT FORMULATION

The Sponsor is responsible for submitting the [*Missouri State Block Grant Program \(SBGP\) Application*](#) for projects to the Missouri Department of Transportation (MoDOT) Administrator of Aviation.

For those Sponsors that have sufficient experience with federally funded SBGP projects, staff with project scoping and estimating experience, and an approved airport layout plan on file, consultant services may not be required at this stage. For those Sponsors who do not have this experience or expertise, it is recommended that the Sponsor contact the MoDOT Aviation Section for a list of approved airport consultants and that they review Section 5 of this handbook for guidance to select a consulting engineer to assist with the project development and application for funding.

Some of the items that must be addressed for proper project development consist of determining:

1. What is needed to insure that the airport serves the flying public that use the airport.
2. That the project is consistent with the airport development that is shown on the airport layout plan (ALP).
3. An accurate estimate of engineering and design costs.
4. Estimation of the various project components, component quantities, and component unit prices.
5. What components of the project are eligible for SBGP funding and the total cost of those components that are eligible.
6. The project environmental requirements based on the current version of the Federal Aviation Administration (FAA) Order 5050.4.
7. The amount and availability of the Sponsor's share of the project costs.
8. The Sponsor's understanding of and their willingness and ability to comply with the Federal Aviation Administration grant assurances.

Those sponsors who do not have experience with airport development should contact the MoDOT Aviation Section for assistance with project scoping and development.

After making an accurate evaluation of the above items the Sponsor or their consultant should complete the SBGP application as discussed in the following section of this manual and forward the application to the address shown below:

Mr. Joe Pestka
MoDOT Administrator of Aviation
P.O. Box 270
Jefferson City, MO 65102

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STATE BLOCK GRANT PROJECT APPLICATION

The application for state block grant program project funding is a three page form that must be submitted with all of the required documentation before the requested project can be considered for the MoDOT Aviation Section work program. Applications may be submitted at anytime.

APPLICATION AREAS

Breakdown of Local Amount

This area must be completed showing the local grant match. In certain circumstances, locally purchased or donated land may be used for match. However, fair market value for the land must be established prior to the issuance of a funding grant. Also, any land used to match a federal grant will assume federal land encumbrances the same as if the land had been funded under a federal grant.

The use of like kind or force account work may be used towards local match in certain circumstances, however this is generally discouraged. Federal guidelines state that such use for the Sponsor's share should only be used when it can be demonstrated that there is a clearly defined public benefit. Lack of funding for the local match will not normally be accepted as a public benefit. The application submission letter should state the public benefit to be gained by the use of like kind or force account work as the Sponsor's share.

Proposed Construction

This area should describe all items to be included in the project funding request.

Other Proposed Improvements

This area should describe all airport development items associated with the project that will not be federally funded. The MoDOT Aviation Section has no objection and even encourages airport sponsors to include locally funded items associated with the project within the scope of the SBGP project. An example would be to include an overlay of T-hangar taxiways as part of a SBGP runway overlay project. Lower unit costs from larger quantities and reduced mobilization costs can mean significant cost savings and go toward overall improvement of the airport. However, locally funded items must clearly be identified in overall project cost.

Project Readiness

To be considered for state block grant funding the MoDOT Aviation Section must have an approved ALP on file that shows the proposed development. If the Sponsor owns sufficient land for the project check yes. If the Sponsor does not own sufficient land for the project the proposed construction area should contain a description of the land that is to be acquired under this project.

A current Exhibit "A" property map must either be on file with the MoDOT Aviation Section or one must accompany the application. If the Sponsor has provided an Exhibit "A" for previous projects and no change has occurred in the airport property it should be noted in the application letter that the last submitted Exhibit "A" is still correct. No project can be funded under the SBGP without an Exhibit "A" on file that shows that the airport owns all of the land required for the proposed development project.

Only if the Sponsor has an approved ALP and a current Exhibit "A" on file and development plans ready for bidding should the "Design plans ready for bidding" be checked yes.

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Applications for planning projects do not require an approved ALP or Exhibit "A". Applications for land acquisition funding require an approved ALP that shows the area to be acquired and must include funding for updating the Sponsor's Exhibit "A" after the acquisition is completed.

All projects must meet the current environmental requirements as set out in FAA Order 5050.4, current version. For those development projects that have been environmentally cleared by the MoDOT Aviation Section within the last five years or that can be classified, as a Categorical Exclusion (CE) no further environmental clearance is required. For those projects not covered by the above a CE checklist should be included with the application.

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REQUIRED DOCUMENTATION

The following items must either accompany or be on file with MoDOT Aviation Section for land acquisition projects and airport development projects.

1. An approved ALP must be on file with the MoDOT Aviation Section at the time of application.
2. A current Exhibit A Property Map and a *Certificate of Title* (based on title opinion or title insurance). If the Sponsor has submitted an Exhibit A and proof of title for a previous project that is still current it should be noted in the application letter.
3. If the project has prior environmental clearance it should be noted in the application letter. If the time of the last environmental clearance for this development has been more than five years, a *Categorical Exclusion (CE) Checklist* should be submitted with the application.
4. *Sponsor Questionnaire - Airport Compliance Status.*
5. *Standard DOT Title VI Assurances.*
6. *Sponsor Certification for Real Property Acquisition.*
7. *Sponsor Certification for Drug-Free Workplace.*

These certifications are an integral part of the grant application and project completion process. All are required for airport development projects (see section 3 for planning projects). Failure on the part of the Sponsor to submit the required documentation will result in a delay of the grant application process. Failure of the Sponsor to complete all phases of the project in compliance with the certifications could cause the airport to be in noncompliance and jeopardize the airport's ability to receive federal funds.

If the Sponsor is unfamiliar with the above noted certifications, they should contact the MoDOT Aviation Section for assistance and clarification.

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MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION (MHTC) APPROVAL

The MoDOT Aviation Section will acknowledge the receipt of all SBGP applications for project funding; however, grants for projects cannot be made for a project until it has been included in a fiscal year work program that has been approved by the MHTC. Projects will not be submitted to the MHTC until they can be included in either the current or next fiscal year work program.

MISSOURI FEDERAL ASSISTANCE CLEARINGHOUSE REVIEW

The MoDOT Aviation Section must submit all airport development projects that use federal funds to the Missouri Federal Assistance Clearinghouse for their review and comment before the project can be placed under agreement for funding. Those airports that are within the jurisdiction of a Metropolitan Planning Organization (MPO), MARC in the Kansas City area and E-W Gateway in the St. Louis area, must also be reviewed by the MPOs. No SBGP funding can be approved until the clearinghouse requirements have been met.

TENTATIVE ALLOCATION LETTER

The MoDOT Aviation Section will send a letter of tentative allocation only after funding is available and the project is to be included in the current or next fiscal year work program that has been approved by the MHTC. All of the above noted required documentation and clearinghouse requirements as well as the project environmental requirements must be met before a letter of tentative allocation can be issued to the Sponsor. A letter of tentative allocation does not guarantee that funding will be available. If there are significant changes in the federal funds available or if previously approved projects have substantial overruns, funding for the project in a previously issued letter of tentative allocation may be deferred to future fiscal years.

GRANT AGREEMENT/FAA ASSURANCES

The State Block Grant Agreement and associated standard FAA Grant Assurances establish requirements and sponsor obligations associated with accepting federal funds. A grant offer will be extended to the Sponsor when MoDOT receives a funding commitment from the FAA. In most cases, partial funding is initially provided to cover preliminary projects costs. The grant is then amended to provide the balance of allocated funds after construction bids are received.

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PROJECT PRIORITIZATION PROCESS

All project applications will be prioritized and points awarded for inclusion in the SBGP according to the following:

Airport Priority

<u>Type of Airport</u>	<u>Points</u>	<u>Annual Operations</u>	<u>Points</u>
Reliever	5	40,000 and over	5
Scheduled Service	4	30,000 to 39,999	4
50 or more based aircraft	8	20,000 to 29,999	3
20 to 49 based aircraft	7	10,000 to 19,999	2
10 to 19 based aircraft	6	5,000 to 9,999	1
Less than 10 based aircraft	0	Less than 5,000	0

Project Type

Safety projects are the highest priority and automatically receive 10 points.
Projects that preserve or enhance existing facilities receive 8 points.
Projects to upgrade an airport to regional needs receive 6 points.
Projects to upgrade an existing airport to FAA standards receive 4 points.
(Clearing to meet safety area requirements receive 8 points)
Capacity projects receive 2 points.

Project Location:

Runway projects receive 10 points.
Taxiway projects receive 8 points.
Apron projects receive 6 points.
Runway Protection Zones receive 4 points.
Access Roads receive 2 points

Project Readiness:

The following items are evaluated to determine project readiness, sponsors may improve the total points assigned to a project by having the items complete at the time of application.

Projects will receive:

- 10 points if the sponsor has a current airport layout plan on file with MoDOT.
- 9 points if the sponsor owns sufficient land for the project.
- 8 points if the sponsor submits or has on file with MoDOT a current Exhibit "A".
- 7 points if the project qualifies as a Categorical Exclusion.
- 6 points if the sponsor has an Environmental Assessment underway for a FONSI.
- 5 points for having completed an Environmental Impact Statement that is awaiting FAA approval.
- 4 points if the sponsor certifies sufficient local funds and does not require the use of force account work for sponsor's share of the project.

Ten (10) points will be deducted for sponsors requiring advance payment and twenty five (25) points will be deducted for projects that would require starting an Environmental Impact Statement.

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Additional points may be assigned to individual projects if a particular need can be justified by the MoDOT Aviation Section. The awarding of additional points is at the discretion of the MoDOT administrator of aviation.

When projects include rehabilitation or improvement of various locations on the airport (i.e. a runway, taxiway, and apron rehabilitation), and it is determined that it is cost effective to complete work on all of the areas under one contract, points will be assigned based on the points of the highest priority location.

Sponsors should review the project prioritization process to ensure that they have done everything necessary to have the highest number of points assigned to their projects. Sponsors may check with the MoDOT Aviation Section concerning the possibility of reimbursement for prior completion of those items that enhance a projects readiness.

If prior approval of project development costs are authorized by the MoDOT Aviation Section and the sponsor meets all SBGP requirements, sponsor incurred costs for airport layout plan development, environmental document preparation, development of a current Exhibit "A", and construction plans development (ready for bidding) may be reimbursed with SBGP funds after a grant is issued for a land acquisition or airport development project.

A sponsor may acquire land for airport development with their own funds and receive reimbursement at a later date when funds become available through the SBGP. Reimbursement for such funds may be accomplished either by a grant for the SBGP participation amount of the fair market value or a portion of the fair market value may be used as part or all of the sponsor's share of an airport development project. If the sponsor acquires land with their own funds and wishes to receive reimbursement through the SBGP they must meet all of the requirements for land acquisition, including all environmental, appraisal, and relocation requirements, as set out later in this handbook.